

Rating Criteria for the 2016 CDBG, HOME, and ESG Grant Applications

Project Name: _____

Consistency with federal regulations and laws

1. Does this activity meet the priorities of the 2015-2019 Consolidated Plan?

Identified Specific Project in the Consolidated Plan and High Priority	High Priority But Not Specifically Identified in the Consolidated Plan	Medium Priority	Low Consistency	No Consistency
Project is specifically mentioned in the Consolidated Plan as a high priority project to fund.	This project is a high priority project per the Consolidated Plan.	This project is a medium priority project per the Consolidated Plan.	This project is a low priority project per the Consolidated Plan.	Project does not address a priority in the Consolidated Plan or it is not an eligible project.
10	9	8	7	6
5	4	3	2	0

Score: _____ Please briefly explain your reasoning:

2. Environmental Clearance (Title 24 Part 58)

No Environmental Impact	Minimal Environmental Impact	Substantial Environmental Impact	Adverse Environmental Impact
Federal environmental review requirements (24 CFR 58) have been completed and adequately addressed, and no further action is needed at the time of application filing. Or the project is classified as an "exempt" activity under 24 CFR 58.34 or a "categorical exclusion" activity under 24 CFR 58.35 (i.e., the project will not have a physical impact on or result in any physical changes to the environment).	The applicant is aware of the impacts and has a plan to address them. Due to Applicant's ability, addressing these potential actions can be performed in a somewhat timely manner and without difficulty. Addressing potential impacts should take less than 180 days by September 2016 (the approval and receipt date of funding). The applicant provides a plan to address these matters and/or expresses knowledge, commitment, ability and willingness to address these issues. There is some potential that the environmental review requirements may be resolved by September 2016 (prior to the approval and receipt date of funding) and no later than 90 days after (by December 2016)	Applicant needs time to address the substantial impact of the activity and/or the impacts have not been considered. Issues may be significant and difficult, requiring significant technical assistance and addressing these potential actions may require more than 180 days beyond September 2016 (prior to the approval and receipt date of funding) to complete, which shall adversely affect the timely completion of the project.	The project has adverse environmental impacts that cannot be mitigated and does not have an EIR / EIS.
7	6	5	4
3	2	1	0

Score: _____ Please briefly explain your reasoning:

3. Community support (for example, approval of project by a City Council)

Strong Community Support	Moderate Community Support	Minimal Community Support	No Community Support
City Council, Board of Supervisors, or Planning Commission has approved the project (for a development project); An advisory body (i.e. HSOC) has recommended funding for this project.	City Council, Board of Supervisors, or Planning Commission will approve the project (for a development project) after certain conditions are met. An advisory body (i.e. HSOC) has recommended funding for this project after certain conditions are met.	City Council, Board of Supervisors, Planning Commission, or advisory board has taken no directions.	City Council, Board of Supervisors, Planning Commission, or advisory board opposes the project.
8	7	6	5
4	3	2	0

Score: _____ Please briefly explain your reasoning:

4. Seriousness of community development need proposed to be addressed by project. Applicant must clearly describe how the proposed project will benefit the community.

Serious Community Need	Moderate Community Need	Minimal Community Need	No Community Need
The applicant clearly describes a serious community need that the project will address and provides supporting documents and statistics.	The applicant describes the need but not clearly or completely and provides no supporting documents. The project will provide a direct benefit to the target population but the project will have a moderate impact to the community.	The need appears questionable as to its significance and seriousness to the community. The project will provide a benefit but the benefit is indirect and will not have an impact to the community.	The project does not address any community need.
13	10	9	6
5	2	1	0

Score: _____ Please briefly explain your reasoning:

5. Degree to which project benefits low-income and very low-income families or persons

Maximum Benefits	Moderate Benefits	Minimal Benefits	No Benefits
100% of the project is restricted to low and moderate income persons. For CDBG projects the Activity provides benefit to presumed benefit population as per 24 CFR 570.208(a)(2) and 24 CFR 570.506(b)(3)(i).	Applicant states the benefits to low and moderate income persons, but it is unclear and unrealistic. For CDBG projects the At least 51% of clients must meet 24 CFR 570.208(a)(2)(i)(B) and 24 CFR 570.506(b)(3)(iii).	Vague benefits to low and moderate income persons.	The project does not benefit any low-income or very low-income families.
10	7	4	1
8	5	2	0

Score: _____ Please briefly explain your reasoning:

Feasibility of the project to be completed on time and as budgeted.

CDBG funded projects – must complete by the April 29st annual deadline

HOME funded projects – must commit funds within two years, and complete the project within five years

ESG funded projects – must spend Emergency Shelter Grants Program grant funds within 24 months of grant award

6. Does the project include a clear timetable?

Clear Timetable	Somewhat Clear Timetable	Questionable Timetable	Unclear Timetable
Project schedule is comprehensive and includes clear documentation that the project is ready to start upon approval of funding. It is clearly documented how the project will meet the timeliness requirements of the CDBG, HOME, or ESG program.	The project start date is somewhat uncertain and the timetable is inadequately prepared. It is somewhat likely the Grant funds will be fully expended and meet timeliness deadlines of CDBG, HOME or ESG program.	The project schedule is uncertain or has not been established and schedule is inadequately prepared with key information missing and does not address important milestones.	The project schedule is poorly prepared and time schedule is unrealistic.
10	7	4	1
8	5	2	0

Score: _____ Please briefly explain your reasoning:

7. Cost effectiveness of funds requested and leveraging of other funds

Secured Funding	Partially Secured Funding	Questionable Funding Leverage	No Funding Leverage
Funding needs are clearly identified and other funding sources have been secured and firm written commitments have been obtained.	Non-grant funding needs are identified while other funding sources are not completely secured or confirmed. Some sources have been secured and firm written commitments are in place. Plans to secure other funding sources are underway.	The project is reliant solely on Grant Funds to finance the entire project with no plans of leveraging.	Grant funds would have little impact to complete the project and no other resources have been identified or secured.
97	65	43	20

Score: _____ Please briefly explain your reasoning:

8. Has the applicant applied and received the necessary permits?

Completed Land Use Permits	Partially Completed Land Use Permits	Incomplete Land Use Permits	Unpermitted Use
The applicant has full and complete site control. There are no issues with land use designation, zoning, plans, and project design and project permits have been issued.	The applicant has a comprehensive plan for obtaining permits related to land use, zoning, and plans. The concerns appear to be fully resolvable, but also likely to adversely impact the project's implementation with delays up to three months after funding (by December 2016) to resolve.	The applicant faces significant issues related to site control, land use, zoning, and plans.	The project is not compliant with the land use and zoning ordinance.
87	64	32	10

Score: _____ Please briefly explain your reasoning:

9. Organization's experience or knowledge regarding CDBG, HOME or ESG requirements and grant administration

Strong Knowledge and Capacity		Somewhat Knowledgeable		Minimal Knowledge and Capacity		No Prior Experience	
The applicant clearly understands its responsibility for income compliance in regards to primarily benefitting low and moderate income and homeless/at-risk of becoming homeless beneficiaries. Monitoring of applicant has not resulted in findings.		The applicant has some management capacity and professional experience. The applicant does not describe the process and controls the project will utilize to ensure income and program compliance.		The applicant does not have a firm understanding or experience complying with HUD regulations. Will need guidance.		The applicant has no prior experience.	
8	7	6	4	3	2	1	0

Score: _____ Please briefly explain your reasoning:

10. Program/Project Management Capacity

Strong Program/Project Management Capacity	Some Program/Project Management Capacity	Minimal Program/Project Management Capacity	No Program Project Management Capacity
The Applicant clearly documents or shows evidence of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project.	The Applicant appears to have some of the necessary competencies, skill set, management capacity, professional experience and qualifications to successfully manage and complete the project (documentation is unclear)	The Applicant appears to have very minimal or none of the necessary competencies, skill set, and capacity to successfully manage the project (documentation is unclear).	The applicant has no prior experience.
119	86	53	20

Score: _____ Please briefly explain your reasoning:

11. Application completeness and readiness

Complete and clear	Missing Data	Incomplete and confusing
All the necessary pieces of data and information are in the application. It is clear, organized and easy to follow.	Some of the data and information in the application is missing and some may need clarification.	Large majority of data and information are not available.
8	5	2
6	3	0

Score: _____ Please briefly explain your reasoning:

Scores from all the previous questions:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Total: _____ (Out of 102 points)